

**The Renewal Notice previously mailed to you must be submitted with this Renewal Application**

**PLEASE ALLOW TEN(10) BUSINESS DAYS FOR PROCESSING. BE ADVISED THAT ANY DEFICIENCY IN THE APPLICATION OR FAILURE TO PROVIDE ALL SUPPORTING DOCUMENTATION WILL DELAY THE PROCESSING OF YOUR RENEWAL OR MAY LEAD TO THE DISAPPROVAL OF YOUR RENEWAL.**

Documents to include with your renewal application:

1. Completed Renewal Application form and Renewal Notice;
2. Personal, business, bank check or money order in the total amount due as listed on the invitation to renew. Write your license serial number on the check. Submit a check or money order with the Renewal Application. Make check or money order payable to New York State Liquor Authority;
3. Original surety bond in the appropriate amount; signed by the licensee; and with the expiration of the bond being the same as the license expiration date on the Renewal Notice previously mailed to you. The bond must have the premises name and address typed exactly as it appears on your license certificate;
4. Notice of appearance if an attorney or representative assisted in completing this renewal application.

***If there have been any changes to the principals of the license, any physical changes to the establishment or changes to the approved method of operation you must file the appropriate change application that can be found on our website at: [www.state.ny.gov](http://www.state.ny.gov). You must receive approval from the Authority before making any such changes.***

The completed application the, Renewal Advisory and any supporting information should be mailed to our bank lockbox address of:

**M&T Bank Lockbox  
New York State Liquor Authority  
PO Box 8000-Dept 930  
Buffalo, New York 14267**

# PERMIT-RENEWAL

**Please complete all of the fields provided in the form. If the field does not apply to your renewal, please write NA in the field. If the Trade Name has changed since the last renewal filing you must also include a filing receipt or a certificate of assumed name with the renewal application. Other changes noted on the renewal application do not constitute proper notification to the Authority, nor does the approval of the renewal application constitute approval of any changes listed in the renewal, other than the Trade Name change.**

## 1. Licensed Premises Information

Licensed Premises Name:	<input type="text"/>	License Serial #:	<input type="text"/>
Trade Name (if applicable):	<input type="text"/>	Effective Date:	<input type="text"/>
Federal Employer Identification Number :	<input type="text"/>	Expiration Date:	<input type="text"/>
Certificate of Authority Number:	<input type="text"/>		

### **Address of the Licensed Premises**

If your address has been changed as a result of a 911 change, please provide proof of the change such as notification of the 911 address change from the local Municipality/Community Board or notification from the Post Office.

Licensed Premises Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code:	<input type="text"/>
County:	<input type="text"/>	Email Address:	<input type="text"/>
Premises Telephone # (include area code):	<input type="text"/>	Contact Phone # (include area code):	<input type="text"/>

### **Mailing Address (if different than premises address)**

Mailing Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code:	<input type="text"/>

**Do you have a lease, management agreement, or other agreement giving you control of the premises?**

**YES                  NO                  N/A:  
(OWN/DEED)**

*Please be advised that the licensee(s) are required to retain control over the premises pursuant to Alcoholic Beverage Control Law § 111. Further, pursuant to Alcoholic Beverage Control Law §§ 110(1)(g) and 110(4) if there be any change, after the filing of the application for, or the granting of a license, in any of the facts required to be set forth in such application, you are required to notify the Authority within ten days after such change by the filing of a supplemental statement.*

## 2. Arrest/Conviction Information

Has the applicant or (if partnership) any of the partners, or (if a corporation) any of the officers, directors, stockholders, or any agent or employee of the applicant, ever been ARRESTED and/or CONVICTED (including pleas of guilty or suspended sentences) of any felony or of any other crime or offense of any kind except minor traffic violations?

YES     NO     Previously Reported

If YES, complete the chart below and where applicable, submit a **Police Report, Certificate of Disposition, Certificate of Conviction or a Certificate of Relief from Disabilities** from the Court Clerk for each case. If necessary, attach additional sheets.

Name of the Defendant	Connection with Licensed Premise (licensee, officer)	Date of Offense	Nature of the arrest and/or conviction	Disposition

## 3. Applicant Information and Certification

*The signature below certifies that I know the contents of this application and the statements contained therein; that the same are true of my own knowledge; and that I am authorized to execute this application and sign this certification. I further certify that I have read the terms and conditions included with this application for the renewal and agree to comply with the conditions.*

### A. Individual Applicant *(This section must be completed, signed and dated by the individual applicant.)*

Print Name:	<input type="text"/>	Date of Birth:	<input type="text"/>	Social Security #:	<input type="text"/>
Residence street address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>
Telephone # (include area code):	<input type="text"/>	Cell Phone # (include area code):	<input type="text"/>		
Signature	Title		Date		

### B. Partnership *(This section must be completed, signed and dated by each partner.)*

Print Name:	<input type="text"/>	Date of Birth:	<input type="text"/>	Social Security #:	<input type="text"/>
Residence street address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>
Telephone # (include area code):	<input type="text"/>	Cell Phone # (include area code):	<input type="text"/>		
Partner Signature	Title		Date		

# PERMIT-RENEWAL

## B. Partnership *(Continued -attach additional sheets if necessary)*

Print Name:	<input type="text"/>	Date of Birth:	<input type="text"/>	Social Security #:	<input type="text"/>
Residence street address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>
Telephone # (include area code):	<input type="text"/>	Cell Phone # (include area code):	<input type="text"/>		
Partner Signature		Title		Date	

## C. Corporation, LLC or LLP *(This section must be completed, signed, and dated by an authorized officer. This principal should be the primary point of contact.)*

**IMPORTANT: NYS Department of State (DOS) Division of Corporations Attestation. By Signing below, I attest (i) that I am an authorized principal of the corporation, LLC, or LLP applying for renewal, and (ii) that the applicant corporation, LLC, or LLP exists and is currently in good standing and authorized to do business in New York with the DOS (i.e. has not been dissolved or annulled by proclamation).**

Print Name:	<input type="text"/>	Date of Birth:	<input type="text"/>	Social Security #:	<input type="text"/>
Residence street address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>
Title:	<input type="text"/>				
Telephone # (include area code):	<input type="text"/>	Cell Phone # (include area code):	<input type="text"/>		
Authorized Signature		Title		Date	